



consultancy engineering business environment

MY ACE

Quick Start Guide

Quick Facts



1. Online Service for Members

The 'MY ACE' area of our website – ACENET – can be used by members and non-members alike. However, this was mostly designed with members in mind and offers them a number of tools and e-business services. As a non-member you can only update your personal details and check on your previous orders.

2. Not all Member Accounts are equal

Depending on your relationship with ACE you will have access to various services. For example, as an ACE Main Contact you will be able to update the details of your company, as an HR professional you will have access to job postings and as a member of one of our Sector Interest Groups you will have access to digital briefcases containing sensitive information your group is working on. If you believe your level of access is not matching your type of relationship with ACE please contact us.

3 Simple Steps



1. Register with your Work Email

We automatically validate your status as an employee of an ACE Member Firm by sending you an Activation Email to your work email address. Please use your work email address during registration and let us know how that goes.

2. Activate your Account

You will receive an Activation Email shortly after registration. Please click on the link and follow the steps.

3. Complete the Registration

After you clicked on the Activation Email you need to finish filling in all the information required. It only takes 3 minutes and your account will be ready instantly afterwards.



Login or Register

Email
Password LOGIN

Stay signed in | [Forgot Password?](#)

[Find a Consultant](#) [View Basket](#) [Contact Us](#)

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Users
Register here

Email Address:

Password:

Stay signed in: LOGIN

[Forgotten your password?](#)
[Need help signing in?](#)

Do you work for an ACE member?
 Yes
 No
 I am not sure, can I check?

[Need help registering?](#) REGISTER



Your Shopping Basket

Subtotal: £0.00

CHECKOUT

1. If you are working for an ACE member firm, please click on YES!

2. Click on Register now





LOGIN

 Stay signed in | [Forgot Password?](#)

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Anyone can register on the ACE website, whether working for an ACE member company or not. We welcome engineering students, MPs, the press and members of the public with an interest in consultancy and engineering.

ACE member companies' employees receive substantial discounts and have access to member-only confidential information.

Do you work for an ACE member?

- Yes
- No
- I am not sure, can I check?

Email address:

[Send me the activation Email](#)

1. Please enter your work email address and click on the Send me button



Your Shopping Basket

Subtotal: £0.00

[CHECKOUT](#)



Login or Register

Email

Password **LOGIN**

Stay signed in | [Forgot Password?](#)

Find a Consultant

View Basket

Contact Us

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ACE member companies' employees receive substantial information.

Do you work for an ACE member?

- Yes
- No
- I am not sure, can I check?

Email address:

Send activation Email

The email web@acenet.co.uk is registered with ACE member firm ACE.

We have sent an activation email to this address. Please check your email and follow the instructions to finalise your registration.

2. If for any reason your email is not recognized, please drop us an email immediately at support@acenet.co.uk and we will be happy to help.

1. If your company has registered its domain with us you will get an email sent to you and a confirmation will appear on screen.



Your Shopping Basket

Subtotal: £0.00

CHECKOUT



✉ Activate your member account on ACENET - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments Delete Undo Redo Bold Italic Underline Link

From: ACENET [support@acenet.co.uk]
To: Web
Cc:
Subject: Activate your member account on ACENET

1. You will get this email at the work address you used to register with. You can now click on the activation link to finish the registration process

Thank you for registering on ACENET!

In order to activate your account you will need to click on the following link:

<http://www.acenet.co.uk/Front/ActivateMember.aspx?activationID=27449731-104d-4f09-96cc-d819d6404c6d>

If you cannot click on the link please copy and paste it into your browser.

We are looking forward to welcoming you on ACENET - the busy ACE consultancy and engineering online community.

If you have any questions or comments please don't hesitate to contact us at support@acenet.co.uk.

Kind regards,
The ACENET Team

Association for Consultancy and Engineering (ACE)
Alliance House, 12 Caxton Street, London SW1H 0QL

Tel: 020 7222 6557
Fax: 020 7990 9202
Email: support@acenet.co.uk
www.acenet.co.uk

Please consider the environment before printing this e-mail.

This email and any attachments or files transmitted with it are strictly confidential and intended solely for the named addressee. It may contain privileged and confidential information and if you are not the way. If you receive this email in error please contact the sender as soon as possible and delete the email and any attachments. Disclaimer: Furthermore this email (and its attachments, if any) is not a substitute for any course of action.

The Association is registered as a company in England with the number 132142, it is limited by guarantee and has its registered office at the above address



consultancy engineering business environment



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Congratulations, your email has been validated!

Please complete the information below in order to finalise your registration.

All fields marked with * are required.

Title:

First Name: *

Last Name: *

Password: *

Confirm password: *

Job title: *

Address 1: *

Address 2:

Address 3:

Town: *

County:

Postcode: *

Country: *

Telephone 1:

Telephone 2:

Mobile:

Fax:



[See other ACE websites](#)

Your Shopping Basket

Subtotal: £0.00

1. Please finish the registration process and make sure you fill in all fields marked with a red *





[See other ACE websites](#)

Mobile:

Fax:

ACE activities and services cover many areas. What are you particularly interested in? *

Policy

- Policy
- Public Affairs
- Economic Indicators

Sectors

- Infrastructure
- Property
- Transport
- Sustainability
- Climate Change

Regions

- National
- Scotland
- North West
- North East
- Yorkshire & Humberside
- Midlands
- Eastern
- London & South East
- South West
- Northern Ireland

Your areas of responsibility:*

- | | |
|---|---|
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Chief Executive |
| <input type="checkbox"/> Chairman | <input type="checkbox"/> Company Secretary |
| <input type="checkbox"/> Division head | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Legal and Risk | <input type="checkbox"/> Managing Director |
| <input checked="" type="checkbox"/> Marketing | <input type="checkbox"/> Partner |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Knowledge Management |
| <input type="checkbox"/> Board Member | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Training Manager |

Business Improvement

- Benchmarking
- Human Resources
- Health & Safety
- Legal & Commercial
- Media & Marketing
- Best Practice

International

- World
- Europe

Networking

- Large Consultancy Group
- Small Business Network
- Conferences
- Young Professionals (The Progress Network)

1. Please finish the registration process and make sure you fill in all fields marked with a red *



1. You are now logged in and you have access to a variety of functionalities via your MY ACENET portal

Welcome, John Doe

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Printable version

E-mail this to a friend

Member

You are an employee of **ACE** and you have access to the following:

- ▶ My Personal Details
- ▶ My Orders
- ▶ My Digital ACE Agreements

SHARE

My ACE

Member

You are an employee of **ACE** and you have access to the following:

- ▶ My Personal Details
- ▶ My Orders
- ▶ My Digital ACE Agreements



Your Shopping Basket

Subtotal: £0.00

[CHECKOUT](#)





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Update your Personal Details

Please update with your latest personal details.

All fields marked with * are required.

Title:

First name: *

Last name: *

Password:

Confirm password:

(leave blank if you don't want to change)

Job title: *

Address 1: *

Address 2:

Address 3:

Town: *

County:

Postcode: *

Country: *

Telephone 1:

Telephone 2:

1. You may updated your personal details any time.

My ACE

Member

You are an employee of ACE and you have access to the following:

- ▶ My Personal Details
- ▶ My Orders
- ▶ My Digital ACE Agreements



Your Shopping Basket

Subtotal: £0.00

[CHECKOUT](#)





Visit the ACE blog for the latest news and comment



Welcome, Sebastian Ailioaie

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Printable version

E-mail this to a friend

Member

You are an employee of **ACE** and you have access to the following:

- ▶ My Personal Details
- ▶ My Company Details
- ▶ My Head Office Address
- ▶ My Branch Office Address
- ▶ My Staff and Turnover
- ▶ My Registered Domains
- ▶ My Areas of Work
- ▶ My Orders
- ▶ Manage jobs
- ▶ My Digital ACE Agreements
- ▶ Graduate CV Search
- ▶ Shared CV Search
- ▶ CV Share Upload

My ACE

Member

You are an employee of **ACE** and you have access to the following:

- ▶ My Personal Details
- ▶ My Company Details

1. If you have been nominated by us as an ACE Main Contact for your company you can update a wealth of information we hold on your company. If you want to become an ACE Main Contact for your company, please drop us a line at membership@acenet.co.uk



SHARE

- ▶ Shared CV Search
- ▶ CV Share Upload



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Update your Personal Details

Please update with your latest personal details.

All fields marked with * are required.

Title:

First name: *

Last name: *

Password:

Confirm password:

(leave blank if you don't want to change)

Job title: *

Address 1: *

Address 2:

Address 3:

Town: *

County:

Postcode: *

Country: *

Telephone 1:

Telephone 2:

1. You may updated your personal details any time.

- ▶ My Personal Details
- ▶ My Company Details
- ▶ My Head Office Address
- ▶ My Branch Office Address
- ▶ My Staff and Turnover
- ▶ My Registered Domains
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Update your Company Details:

Please update with your latest company details.

All fields marked with * are required.

Company Name: *

ACE

Company profile:

[Empty text area for company profile]

Logo:

[Change image](#) [Delete image](#)

Ownership:

- Sole Trader / Proprietorship
- Partnership
- Private Limited Company
- Public Limited Company
- Limited Liability Company
- Limited Liability Partnership
- Other

Area of Operation:

- Africa
- Australia and New Zealand
- Caribbean
- China
- East Europe
- Far East
- Indian sub-cont
- Middle East
- North America
- Russia
- South America
- West Europe

SAVE

1. On this screen you can update your Company Details. Please make sure you fill all compulsory fields and then hit SAVE.

My ACE

Member

You are an employee of ACE and you have access to the following:

- My Personal Details
- My Company Details
- My Head Office Address
- My Branch Office Address
- My Staff and Turnover
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Update your Head Office Details:

Please update with your latest Head Office address.

All fields marked with * are required.

Address 1: *	<input type="text" value="Alliance House"/>
Address 2:	<input type="text" value="14 Caxton Street"/>
Address 3:	<input type="text"/>
Town: *	<input type="text" value="London"/>
County:	<input type="text" value="London"/>
Postal code: *	<input type="text" value="SW1H 0QL"/>
Country: *	<input type="text" value="United Kingdom"/>
Telephone 1: *	<input type="text" value="020 7222 6557"/>
Telephone 2:	<input type="text"/>
Fax:	<input type="text"/>
Email: *	<input type="text" value="consult@acenet.co.uk"/>
WWW:	<input type="text"/>

[SAVE](#)

1. On this screen you can update your Head Office Details. Please make sure you fill all compulsory fields and then hit SAVE.

ACE

Member
If you are an employee of ACE you have access to the following:

- ▶ My Personal Details
- ▶ My Company Details
- ▶ My Head Office Address
- ▶ My Branch Office Address
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Update your Branch Office details:

These are all the branch offices we hold on file for your company. edit or delete them if they no longer exist.

[Add new Branch Office](#)

All fields marked with * are required.

Address 1: *
Address 2:
Address 3:
Town: *
County:
Postal code: *
Country: *
Telephone 1: *
Telephone 2:
Fax:
Email: *
ACE Mail:
Impact:
WWW:

SAVE

1. On this screen you can update your Branch Office Details. Please make sure you fill all compulsory fields and then hit SAVE.

My ACE

Member

You are an employee of ACE and you have access to the following:

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Update your Staff and Turnover figures

Please update with your latest staff and turnover details.

All fields marked with * are required.

Technical Staff

Tehnical staff 2007:	<input type="text" value="0"/>
Tehnical staff 2008:	<input type="text" value="0"/>
Tehnical staff 2009: *	<input type="text" value="0"/>

Total Staff

Total staff 2007:	<input type="text" value="0"/>
Total staff 2008:	<input type="text" value="0"/>
Total staff 2009: *	<input type="text" value="0"/>

Turnover

Turnover 2007:	<input type="text" value="0"/>
Turnover 2008:	<input type="text" value="0"/>
Turnover 2009:	<input type="text" value="1,500,000"/>

[SAVE](#)

1. On this screen you can update your Staff and Turnover figures. Please make sure you fill all compulsory fields and then hit SAVE.

- ▶ My Personal Details
- ▶ My Company Details
- ▶ My Head Office Address
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Update your Registered Domains

Only your employees with an email address at one of these domain names can access our website and take advantage of the ACE Membership Benefits.

Please let us know on which domain names you have email addresses. Do not use general domain names like yahoo, hotmail or gmail.

Registered Domain 1:	<input type="text" value="acenet.co.uk"/>
Registered Domain 2:	<input type="text"/>
Registered Domain 3:	<input type="text"/>
Registered Domain 4:	<input type="text"/>
Registered Domain 5:	<input type="text"/>
Registered Domain 6:	<input type="text"/>
Registered Domain 7:	<input type="text"/>
Registered Domain 8:	<input type="text"/>
Registered Domain 9:	<input type="text"/>
Registered Domain 10:	<input type="text"/>

[SAVE](#)

1. On this screen you can update your Registered Domains. Please make sure you fill all compulsory fields and then hit SAVE.

- ▶ My Personal Details
- ▶ My Company Details
- ▶ My Head Office Address
- ▶ My Branch Office Address
- ▶ My Staff and Turnover
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Update your Areas of Work

These are areas of work in which your company specialises in. Please
 This information will be featured in the ACE Directory and the ACE Fir

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Aeronautical <input type="checkbox"/> Aeronautical <input type="checkbox"/> Airframes <input type="checkbox"/> Avionics <input type="checkbox"/> Accident Investigation <input type="checkbox"/> Wind Tunnel Testing <input type="checkbox"/> Aerodynamics <input type="checkbox"/> Gliders
 <input type="checkbox"/> Agricultural <input type="checkbox"/> Agricultural <input type="checkbox"/> Soil Erosion <input type="checkbox"/> Irrigation <input type="checkbox"/> Agricultural Machinery <input type="checkbox"/> Agronomy <input type="checkbox"/> Fish Farming <input type="checkbox"/> Agricultural Effluent
 <input type="checkbox"/> Building Services <input type="checkbox"/> Building Services <input type="checkbox"/> Heating <input type="checkbox"/> Ventilation <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Lighting | <ul style="list-style-type: none"> <input type="checkbox"/> Specialist S <input type="checkbox"/> Specialist S <input type="checkbox"/> Planning <input type="checkbox"/> Quality Management <input type="checkbox"/> Economic Assessments <input type="checkbox"/> Surveying <input type="checkbox"/> Valuation <input type="checkbox"/> Facility & Estate Management <input type="checkbox"/> Conditions of Engagement <input type="checkbox"/> Contract advice <input type="checkbox"/> Contracts training <input type="checkbox"/> Fees <input type="checkbox"/> Conciliation & Arbitration <input type="checkbox"/> Patents <input type="checkbox"/> Copyright <input type="checkbox"/> Accident Investigation <input type="checkbox"/> Failure Investigation <input type="checkbox"/> Value Engineering & Whole Life Costing <input type="checkbox"/> Testing & Inspection <input type="checkbox"/> Health & Safety advice <input type="checkbox"/> Architecture <input type="checkbox"/> Work Study <input type="checkbox"/> Construction & Installation Procedures |
|---|--|

1. On this screen you can update your Areas of Work. Please make sure you fill all compulsory fields and then hit SAVE.

- ▶ My ACE
- ▶ Member
- ▶ You are an employee of ACE
- ▶ and you have access to the following:
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support@acenet.co.uk